

WEBSITE PRIVACY NOTICE

Calcon Projects Limited t/a Calcon Projects & Facilities Management

CPL-CO-013 | Version 1.0 | June 2026

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Prepared By	Kylha Boshoff — Compliance & Quality Manager
Approved By	Carlett Boshoff — Commercial Director & DPO
Related Documents	CPL-CO-005 Data Protection Policy; CPL-CO-012 Data Protection Complaints Policy; CPL-OPS-FORM-005 Data Protection Complaint Form

1. About This Notice

This Privacy Notice explains how Calcon Projects Limited t/a Calcon Projects & Facilities Management ("we", "us", "our") collects, uses, stores, and protects personal data when you visit our website at www.calconprojectslimited.com ("the Website").

We are committed to protecting your privacy and handling your personal data in an open and transparent manner in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, as supplemented by the Data (Use and Access) Act 2025.

This Notice should be read alongside our Data Protection Policy (CPL-CO-005).

2. Who We Are (Data Controller)

The data controller responsible for your personal data is:

Detail	Information
Company Name	Calcon Projects Limited t/a Calcon Projects & Facilities Management
Company Number	10580663
VAT Number	GB 278293558
ICO Registration	C1908140
Registered Address	Challenge House, Sherwood Drive, Bletchley, Milton Keynes, MK3 6DP
Telephone	01908 736072
Email	info@calconprojectslimited.com
Website	www.calconprojectslimited.com
Data Protection Officer	Carlett Boshoff, Commercial Director
DPO Email	carlett@calconprojectslimited.com

3. Personal Data We Collect Through the Website

We may collect the following categories of personal data when you use our Website:

3.1 Data You Provide to Us

When you contact us through any enquiry or contact form on our Website, we may collect:

- Your name
- Your email address
- Your telephone number
- Your company name and job title
- The content of your message or enquiry

3.2 Data Collected Automatically

When you visit our Website, we may automatically collect certain technical data, including:

- Your IP address
- Browser type and version
- Device type and operating system
- Pages visited and time spent on each page
- Referring website address
- Date and time of your visit

This data is collected via cookies and similar tracking technologies. Please see Section 8 (Cookies) for further information.

4. How We Use Your Personal Data

We use the personal data we collect for the following purposes:

Purpose	Details	Lawful Basis (UK GDPR)
Responding to enquiries	To respond to messages submitted via the Website contact form	Legitimate Interests (Art. 6(1)(f))
Providing our services	To provide electrical, building services, and facilities management services where a contract exists or is being negotiated	Contract (Art. 6(1)(b))
Legal compliance	To comply with our legal and regulatory obligations	Legal Obligation (Art. 6(1)(c))
Website analytics	To understand how visitors use our Website and improve our online presence	Legitimate Interests (Art. 6(1)(f))
Security and fraud prevention	To protect our Website and systems from malicious activity	Legitimate Interests (Art. 6(1)(f))

5. Who We Share Your Data With

We do not sell, rent, or trade your personal data. We may share your data with the following categories of third party, only where necessary and subject to appropriate safeguards:

- IT service providers and hosting companies that support the operation of our Website
- Email and communications platform providers
- Professional advisers (legal, accountancy, insurance) where required
- Regulatory authorities or law enforcement agencies where required by law

All third parties with whom we share personal data are required to handle it securely and in accordance with UK GDPR.

6. How Long We Keep Your Data

We retain personal data only for as long as is necessary for the purpose for which it was collected, taking into account any legal, regulatory, or contractual retention requirements.

Type of Data	Retention Period
Enquiry / contact form submissions	3 years from date of last contact, unless a contract is entered into
Client and contract records	7 years after the end of the contract or last transaction
Website analytics data	Up to 26 months (subject to cookie settings)
Legal or regulatory records	As required by applicable legislation

When data is no longer required, it is securely deleted or anonymised in accordance with our Data Protection Policy (CPL-CO-005).

7. Your Rights

Under UK GDPR and the Data (Use and Access) Act 2025, you have the following rights in relation to your personal data:

Right	What This Means
Right of Access	You may request a copy of the personal data we hold about you (Subject Access Request).
Right to Rectification	You may ask us to correct inaccurate or incomplete personal data.
Right to Erasure	You may ask us to delete your personal data where there is no compelling reason for us to continue processing it.
Right to Restrict Processing	You may ask us to restrict how we use your data in certain circumstances.
Right to Object	You may object to us processing your data where we rely on legitimate interests as our lawful basis.
Right to Data Portability	Where processing is based on consent or contract, you may request your data in a structured, commonly used format.
Right to Withdraw Consent	Where processing is based on consent, you may withdraw it at any time without affecting the lawfulness of processing carried out before withdrawal.

To exercise any of these rights, please contact our Data Protection Officer:

- Email: carlett@calconprojectslimited.com
- Post: Carlett Boshoff, Calcon Projects & Facilities Management, Challenge House, Sherwood Drive, Bletchley, Milton Keynes, MK3 6DP
- Telephone: 01908 736072

We will respond to your request within one calendar month. We may ask you to verify your identity before processing your request.

8. Cookies

Our Website uses cookies and similar tracking technologies to improve your browsing experience and to help us understand how visitors use the site.

8.1 What Are Cookies?

Cookies are small text files stored on your device when you visit a website. They allow the website to recognise your device and remember certain information about your visit.

8.2 Types of Cookies We Use

Cookie Type	Purpose	Consent Required?
Strictly Necessary	Essential for the Website to function correctly (e.g. security, session management)	No — exempt from consent requirement
Analytics / Performance	Help us understand how visitors use the Website so we can improve it (e.g. pages visited, time on site)	Yes — consent required
Functional	Enable enhanced functionality and personalisation	Yes — consent required

8.3 Managing Cookies

You can control and manage cookies in your browser settings. Please note that disabling certain cookies may affect the functionality of our Website. For more information on how to manage cookies, visit www.aboutcookies.org or www.allaboutcookies.org.

9. Links to Third-Party Websites

Our Website may contain links to third-party websites. We are not responsible for the privacy practices or content of those websites. We encourage you to review the privacy notices of any third-party sites you visit.

10. Data Security

We take the security of your personal data seriously and have implemented appropriate technical and organisational measures to protect it against unauthorised access, loss, destruction, or alteration. These measures include:

- Secure server infrastructure and encrypted data transmission (SSL/TLS)
- Access controls limiting data access to authorised personnel only
- Staff training on data protection obligations

- Regular review of our security arrangements

In the event of a personal data breach that is likely to result in a risk to your rights and freedoms, we will notify the Information Commissioner's Office (ICO) within 72 hours and, where required, inform affected individuals without undue delay.

11. Children's Data

Our Website and services are not directed at children under the age of 13. We do not knowingly collect personal data from children. If you believe we have inadvertently collected data from a child, please contact us immediately at info@calconprojectslimited.com so that we can take appropriate action.

12. Complaints

If you have a concern about how we have handled your personal data, we encourage you to contact our Data Protection Officer in the first instance:

- Email: carlett@calconprojectslimited.com
- Telephone: 01908 736072

You also have the right to complain directly to the Information Commissioner's Office (ICO) at any time:

ICO Contact Details	
Address	Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Helpline	0303 123 1113
Website	https://www.ico.org.uk

For Calcon's internal data protection complaints process, please refer to CPL-CO-012 Data Protection Complaints Policy. A complaint form (CPL-OPS-FORM-005) is available on request from info@calconprojectslimited.com.

13. Changes to This Notice

We may update this Privacy Notice from time to time to reflect changes in our practices, technology, or legal requirements. The current version will always be published on our Website. We recommend checking this page periodically.

This Notice was last updated in June 2026.

14. Contact Us

If you have any questions about this Privacy Notice or how we handle your personal data, please contact us:

Contact Method	Details
Email	info@calconprojectslimited.com
Telephone	01908 736072
Post	Calcon Projects & Facilities Management, Challenge House, Sherwood Drive, Bletchley, Milton Keynes, MK3 6DP

Website

www.calconprojectslimited.com

Authorisation**Prepared by****Kylha Boshoff**

Compliance & Quality Manager

Signature: *K. Boshoff*Date: 11 June 2026**Approved by****Carlett Boshoff**

Commercial Director & DPO

Signature: *Carlett Boshoff*

Date: _____

Calcon Projects Limited t/a Calcon Projects & Facilities Management | Co No: 10580663 | VAT: GB
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